

Discussion

Paper: Staffing the USIB Records Center at
Suitland, Maryland

Purpose of Center:

1. To provide a centralized storage facility for the inactive records and intelligence products of the USIB Community. This centralization should eventually produce the following benefits:

- a. The Community would become more knowledgeable of its resources through published lists or inventories of records holdings.
- b. Duplication of holdings would be eliminated.
- c. Retention of record copies of intelligence products would be assured.

Problem

1. Selection of one of three alternatives to consider in the staffing and operation of the ^Proosed center:
 - a. Leave the staffing and operation to GSA.
 - b. Staff and operate with USIB Community people as a self sufficient tennant.
 - c. Staff and operate with USIB personnel for the function of disposal only.

Facts

1. Alternative a.

GSA is willing to staff and operate the Center with personnel they now have. These people have serviced the intelligence records of Army, Navy and Air Force for some years and are presently servicing DIA records. If they were to service CIA records ^{the} the personnel and procedures would have to be approved by OS/DDS.

2. Alternative b.

To staff and operate as a completely sufficient tennant would mean the Community would assume responsibility for all work required by the functions ^{to} accessioning, reference and disposal. It would also mean providing transportation for accessioning and courier service as well as buying records handling equipment. In terms of personnel, the operation would require professional, clerical labor and char force positions.

3. Alternative c.

Assuming responsibility for only the ~~disposal function~~ would ^{be less costly} ~~be less costly~~ for the Community and would enable USIB employees to concentrate on the ~~function~~ capable of producing the greatest ^{immediate} benefits. GSA would accession the records, ~~and~~ transport and shelve ^{and service them.} them. They would also provide messenger service, char service and laborers.

Discussion:

1. Alternative a.

a. The staffing and operation by GSA would be under the supervision of Carl MacDonald, Chief, Military Records Branch, FRC, Region 3. Carl estimates he will have about 35,000 cubic feet of Army, Navy, Air Force and DIA records to move into the Suitland vault. Some 11,000 cubic feet of these are Personnel Security investigative files of ONI and AF. About 17,000 cubic feet are aerial film and the remainder consists of documents.

b. A DOD committee is now considering the question of whether to leave the investigative files in the FRC, or to move them to a central location where they would be serviced by DOD personnel. (Probably to Camp Holabird where Army has centralized similar files.)

c. MacDonald estimates his workload in accessioning intelligence records will be about 10,000 ~~cubic~~ feet per year most of which will be aerial film. The reference calls run around 1200 per month and about 1000 of these are for investigative files.

d. Five people are cleared to service intelligence records in the Center. MacDonald estimates that on a full time basis one person could handle all calls for film and documents while the investigative files would require two people. Grades of Branch personnel range from GS-3 to GS-13 with the greatest concentration in the GS-3 thru GS-5 level. Anyone above a GS-5 is a supervisor.

e. MacDonald's personal feeling is that either GSA or USIB should completely operate the vault. He feels, from experience, that any ~~split~~ responsibility would result in administrative tangles and poor morale on both sides.

2. Alternative b.

a. If the USIB Community agreed to operate the Center with its present records holdings, the following would be a minimum T/O:

- 1 Supervisor
- 1 Clerk Typist
- 3 Reference
- 2 Accessioning and Disposal
- 2 Laborers
- 1 Janitor
- 2 Couriers
- 1 Truck Driver
- 13 Total Positions

If the Community agencies agreed to pick up and deliver their own records this T/O could be reduced to 10. The transfer of just the CIA supplemental distribution function to the Center would require an additional 2 or 3 positions.

b. As a self-sufficient Center, adequate office and search room space would be necessary. Present plans call for one 20' x 20' office for the USIB vault. This is hardly adequate space and it would be necessary to request modifications in construction. This would reduce the storage capacity of the vault.

c. Since Army, Navy, Air Force and DIA have been satisfactorily serviced by GSA in the past, there is no enthusiasm on their part for recommending that their Agencies now pay for that service. However, DIA has expressed interest in considering centralization of the CIA-DIA supplemental distribution function.

3. Alternative c.

a. The function of Disposal involves the analysis and description of records. A byproduct of disposal activity would be descriptive lists or inventories of all records stored in the Center by the USIB Community.

b. The cost of this operation could amount to as little as the salary of one employee. With only one non-GSA employee assigned to the Center it is unlikely that any administrative or jurisdictional conflicts would occur. Within the Federal Records Center the work of analysis and description involved in preparing disposal authorities is done by GS-9 thru GS-12 personnel.

Conclusion

1. At the present time there is not sufficient interest on the part of USIB Community Records Officers in establishing a Community operated Records Center. They are content to continue with GSA service.

2. The concept of an "executive Agency" staffing and operating a Community Center may be a valid approach to securing positions and money. But it is the "executive Agency" that pays the bill. From reading CODIB papers it appears that any Agency designated as "executive" for an operation is already engaged in the work so designated, and is not required to seek positions and money for a new operation

STAT 3. DIA has indicated an interest in centralizing DIA-CIA supplemental distribution activity in the Suitland vault. The DIA has 8 positions assigned to this activity that could presumably be transferred with the function. If GSA were agreeable to permitting such an operation in the FRC, and if an "executive" Agency of the Community directed the operation, this action could become the nucleus of a USIB Records Center. However, this plan requires more fact finding in respect to the GSA attitude and DIA intentions.

X 4. It now appears that GSA will begin the move to Suitland within one ? year. It does not seem feasible at this time to plan on the Community being prepared to move in a fully staffed records center operation. It would be possible to arrange with GSA for the detail of a USIB employee to the new Center to carry on the disposal function. This would have to be cleared with DIA, Army, Navy and Air Force. The assignment would be justified by the end products, i.e., description and disposal.

Recommendations

1. That no action be planned to completely staff the USIB vault at the time of the move next spring.
2. That consideration be given to the detail of one employee of the Community to the vault for the work of disposal and description.
3. That a study be made of the feasibility of centralizing CIA-DIA supplemental distribution operations in the USIB vault.

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